

Shri Nootan Kelavani Mandal's

# Smt. J. P. Shroff Arts College



## Code of Conduct

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## INTRODUCTION

We and the state believe that the college is an appropriate setting for the youth to learn and develop holistically. It should be a place that promotes the values of responsibility, respect, civility, academic excellence in a safe, learning and teaching environment, as well as promote equity, justice and fairness. Smt. J. P. Shroff Arts College, Valsad (Gujarat) Code of Conduct is designed to support this concept and as such comprises principles, standards of behaviour, responsibilities, student and staff expectations, roles of college personnel, consequences for violation as well as prevention and intervention strategies.



The college Code of Conduct sets the context and provides the framework for the development and implementation of national and college level discipline policies with reference to guidelines regulations under the Education Act, national policies and circular memoranda. The term “College Personnel” includes students and all adults whose roles or jobs place them in contact with students in college settings and college activities.



## PRINCIPLES

### **Respect**

It is expected that college personnel will exhibit behaviour that shows respect for the rights, property and safety of themselves and others.

### **Responsibility**

It is expected that college personnel will accept personal responsibility for their behaviour in order to maintain a safe and productive learning environment.

### **Rights**

It is expected that college personnel will honour the rights of others through the process of learning and demonstrating appropriate behaviours in the context of social responsibility.



## **Integrity**

It is expected that college personnel will treat with each other in fairness and honour and adhere to all applicable policies of the Ministry of Education. College personnel will also be honest in the performance of their duties and with each other.

## **Courtesy**

It is expected that all college personnel will treat each other and all stakeholders in a manner that maintains each other's dignity.

## **Productivity and Performance**

It is expected that all college personnel will subscribe to excellence in all aspects of work acknowledging each other's contributions. Efforts of all stakeholders must contribute to the productivity and performance of the institution.



## GENERAL

### **Visitors to the College**

Parents/guardians and other patrons of the community are welcome and encouraged to visit the college. All visitors are expected to report to security officers before proceeding to the principal's office. Visitors to the college must respect the learning environment and maintain proper behaviour and decorum. Disruption of the orderly process of the college is prohibited.

### **Academic Integrity Position**

Academic integrity is a fundamental value of teaching and behaviour. Maintaining high standards of academic integrity ensures the sustainability of the educational process. Therefore, all college personnel are expected to commit to and be responsible at all times for demonstrating the six fundamental principles previously identified.



## **Inclusive Education**

In recognition of the global commitment to provide access, equity and quality in education, and in support of its efforts to reform, expand and modernize the education system, the college takes appropriate steps to ensure that education is available, accessible and adaptable to all learners.

The college accommodates all regardless of their physical, intellectual, social, economic, emotional or other conditions.

This includes:

- Students with a diverse range of learning difficulties and/or challenges
  - Students identified as gifted learners
  - Students living with HIV/AIDS
  - Homeless students
  - Students from remote and impoverished populations
  - Students from linguistic, ethnic, or cultural minorities
  - Students from other disadvantaged or marginalized geographic areas or groups.
  - Students who are victims of crime

(6)



# STUDENTS

The student is responsible for:

1. Behaving in a manner that does not interfere with the rights of others.
2. Abiding by expectations, guidelines, rules and regulations established by the college.
3. Attending college daily and on time.
4. Adhering to the principles of respect, responsibility, integrity, courtesy, productivity and performance.



# PARENTS

## **The parent is responsible for:**

1. Making sure the student attends college daily and on time, properly attired and equipped for effective learning to take place.
2. Reading and reviewing college expectations, guidelines, rules and regulations with family members.
3. Cooperating with college officials regarding matters of discipline.



## TEACHERS

A teacher's conduct shall at all times be such as would not bring the service into disrepute.

**The teacher is responsible for:**

1. Being regular in attendance, punctual and prepared to perform his/her teaching duties.
2. Treating each student with dignity and respect.
3. Creating a healthy, nurturing and safe environment for students in his/her charge.
4. Consistently fostering and modeling college expectations, guidelines, rules and regulations.



5. Reviewing with students the college expectations, guidelines, rules and regulations.
6. Establishing a culture of appropriate behaviour conducive to effective learning in the classroom.
7. Rewarding and recognizing appropriate behaviour and communicating with students and parents if student's behaviour is not appropriate.
8. Imparting quality education, mentoring and doing counseling at all levels.



# Administrative Staff

The whole administrative staff is expected to abide by all the general rules set in the booklet of Code of Conduct.

## **They are responsible for:**

1. Being regular and punctual
2. Behaving politely and respectfully with all the stakeholders.
3. Sticking to the Student's Charter of the college.
4. Doing all work in time and with precision.



# PRINCIPAL

Principal shall be responsible for the day-to-day management of the college which includes supervising the physical safety and discipline of students.

## **The principal is responsible for:**

1. Creating and maintaining a safe and peaceful environment for students that is conducive to learning.
2. Establishing college expectations, guidelines, rules and regulations in alignment with national policy and guidelines from the Ministry of Education.
3. Communicating the college expectations, guidelines, rules and regulations to parents, staff, and students and all other stakeholders.
4. Ensuring consistency in formulation and implementation of college expectations, guidelines, rules and regulations.
5. The keeping of proper records.



# Standards of Behaviour

## **CONSUMPTION OF ALCOHOL/TOBACCO/DRUGS**

With a view to create a safe learning and teaching environment in the college, any person carrying or consuming the above mentioned substances, will be liable to be dismissed from the college.

## **ATTENDANCE AND PUNCTUALITY**

Punctuality and regular attendance at college are fundamental values. Which impact directly on teaching, learning and student success. College personnels must be punctual in attending college classes and all college related activities and must be regular in attendance.

Students and all college staff are required to attend all assigned classes every day. Students and all college staff are required to be punctual.



## **DISORDERLY CONDUCT/DISRUPTIVE BEHAVIOUR**

College personnel are entitled to a learning environment free of unnecessary disruption. Any physical, written or verbal disturbance, communication or activity, within the college setting or during related activities, which may interrupt or interfere with teaching and orderly conduct of college activities, is prohibited.

## **INTEGRITY**

College personnel are expected to perform honestly through the production of their work. They should also demonstrate respect for the belongings and rights of others. Any action that compromises responsibility, civility, respect and academic excellence will not be tolerated and will be liable to action .



## **SEXUAL HARASSMENT**

Sexual harassment includes any unwelcome sexual advances, requests for sexual favours, and other inappropriate verbal, written, electronic, or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive environment. A student/employee shall not sexually harass another student/employee or any volunteer, visitor or any other person present in college premises.

Such matters should be brought before the Sexual Harassment Prevention Cell established in the college.

## **STANDARD USE OF MOBILE , HANDHELD ELECTRONIC COMMUNICATION DEVICES IN COLLEGES**

In keeping with the orders of the Government of Gujarat, use of mobile phones is prohibited on the campus.



# **Consequences for violation of code of conduct**

Any stakeholder violating any of the above rules will be brought before the Principal and the College Discipline Committee which will decide upon the appropriate action/punishment.